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RETURN TO

SUGGESTED NOTICE TO INAUGURATE A REPORTS MANAGEMENT PROGRAM IN THE DD/I COMPLEX

SUBJECT: Reports Management Program

30 June 1955

1. PURPOSE

- a. This notice provides for an initial survey of reports preparatory to establishing a continuing program which will:
 - (1) Improve the quality of administrative and management reporting and provide simple, direct reporting methods.
 - (2) Eliminate and prevent unnecessary reporting.
 - (3) Assure that instructions, forms, and procedures for necessary reporting are clear and complete.
 - (4) Provide a central reference point for information on reports.
- b. Briefly, an effective reports management program will mean fewer reports, better reports, at less cost.

2. ADMINISTRATION AND SCOPE

- a. All components of the DD/I complex shall participate in the program on a decentralized basis. That is, each Office will be responsible for establishing measures to control and improve reporting within its area. Overall direction and support will be provided by the Assistant to DD/I (Administration). The Management Staff will provide technical assistance.
- b. With the exception of those reports and documents listed in Enclosure 1, the survey shall include all recurring intra Office administrative or management reports, and those reports which an Office either requires from, or prepares for:
 - (1) Other Headquarters components.
 - (2) Any continental or overseas field establishment.
 - (3) Any organization, Federal or private, outside the Agency.

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3. RESPONSIBILITIES

a. The Assistant to ID/I (Administration) is responsible for:

- (1) Directing the overall program.
- (2) Reviewing recommendations of the Assistant Directors and submitting these recommendations to the attention of appropriate officials.
- (3) Serving as Chairman of the ID/I Reports Review Panel.

b. Each Assistant Director is responsible for:

- (1) Ensuring that the survey is conducted within all components under his authority.
- (2) Designating an official to serve as Reports Management Officer for his Office. The name of this official will be furnished the Assistant to ID/I (Administration).
- (3) Reviewing recommendations submitted by his Reports Management Officer.

c. Each Reports Management Officer is responsible for:

- (1) Providing guidance and interpretations during the survey.
- (2) Serving as collection agent for survey material.
- (3) Reviewing findings and recommendations resulting from the survey, and conducting such additional studies as deemed necessary.
- (4) Submitting to his Assistant Director recommendations for improving reporting practices.
- (5) Serving as a voting member on the ID/I Reports Review Panel.

4. PROCEDURE

- a. Inventory and Appraisal - Enclosure 2 provides detailed instructions for the initial inventory and appraisal of reports. Additional copies of this guide and the supporting material may be obtained by calling extension
- b. Approval of a New or Revised Reporting Requirement - Effective immediately, any proposal originated by a ID/I component to establish a new reporting requirement, or to revise an

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existing one, shall be submitted through the respective Reports Management Officer to the Assistant Director for approval. Form No. 142, Request for Approval of a New or Revised Reporting Requirement (Attachment C), shall be used.

5. CONTINUATION OF THE PROGRAM

The target date for completing the survey is September 1955. Upon completion of the survey this notice will be rescinded by a regulation establishing policies, responsibilities, and procedures for a continuing reports management program. Suggestions for a program to meet our needs are invited.

ROBERT AMERY, JR.
Deputy Director
(Intelligence)

Enclosures:

1. Types of Administrative or Management Reports and Documents Exempted from the Survey
2. Procedures for Conducting the ID/I Reports Management Survey

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